

Job Description
Missouri State Highway Patrol

Class Title: Clerk I - BPD

Title Code: V00001

Effective Date: 10/03/04

Date Reviewed:

Date Revised:

Immediate Supervisor: Clerk IV

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is entry-level standardized manual and clerical work in receiving, handling, recording, storing, and shipping of the Patrol's warehouse merchandise and/or responsible for the receipt and delivery of all mail to and from General Headquarters and Troop F. The employee works under general supervision and is expected to adhere to established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks, which may be found in positions of this class.)

Warehouse Duties:

Operates bar code system to receive, inventory, and issue supplies from the warehouse received via electronic requisition.

Assembles, packs, and transports stored merchandise; delivers supplies locally and statewide by state vehicle.

Operates forklift, pallet jack, etc., in the moving of supplies and equipment.

Operates computerized engraving systems.

Assists with walk-in traffic and answers telephone inquiries and maintains clerical records.

Places goods into inventory; assists in maintaining on-line inventory storage levels and in taking physical inventory of maintained stock as required.

Assists with the disposal of state-owned property by transporting it to State Surplus.

Operates basic office equipment (e.g., computer terminal and keyboard, on-line inventory management software, telephone, copy machine, etc.).

Performs basic cleaning duties of the warehouse (e.g., straightens boxes, picks up trash, etc.).

Performs other related duties as assigned.

Mail Room Duties:

Processes and distributes mail according to established procedures; prepares material for mailing, utilizing automated equipment when applicable.

Drives Patrol vehicle to pick up and deliver mail, parcels, boxes, etc., to and from locations within the Jefferson City area.

Lifts, transports, loads, and unloads mailbags, trays of letters, parcels, boxes, drug testing bags, etc.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to understand and follow oral and written instructions.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to operate a motor vehicle within the State of Missouri guidelines.

Ability to learn to operate and maintain on-line inventory management software.

Ability to operate bar code scanning equipment.

Ability to operate a forklift to include a manual and/or electric pallet jack and other moving equipment.

Ability to operate basic office equipment (e.g., computer terminal and keyboard, telephone, copy machine, etc.).

Ability to exercise judgment and discretion.

Ability to work independently with general supervision.

Must be able to work long hours while standing.

Ability to work outdoors, operate a vehicle, and transport assigned materials/equipment in inclement weather.

Possess physical strength to permit the lifting, moving, and/or carrying of heavy objects in excess of 75 pounds.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

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Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri at the time of appointment.